

INDEX CROSS-REFERENCE 1951-53

SECRET

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

12 January 1951

MEMORANDUM FOR: Each Employee of CIA

SUBJECT : Unauthorized disclosure of classified information

1. It is a matter of particular concern that every CIA employee having access to classified information realize his personal responsibility to his country for preventing the unauthorized disclosure of such information in any manner.

2. Each of you has received security indoctrination on this matter and each of you should be familiar with the provisions of our security regulations quoted below:

"Any person on duty with CIA who, with deliberate intent or through gross negligence, causes classified information affecting the national security to be conveyed to unauthorized persons is subject to the penalties provided for by the Espionage Act. Public or private discussion of classified data with, or in the presence or hearing of, any person not authorized to have knowledge thereof is strictly forbidden. CIA members will refrain from giving unauthorized persons any information about their work."

3. I am sure that I can count on your full cooperation and compliance.

25X1A

WALTER B. SMITH
Director

DISTRIBUTION: No. 5

RESTRICTED

SECRET

25X1A

1. The Regulations contained within this Manual are established as official policies and procedures of the Central Intelligence Agency, effective April 1, 1951, except as otherwise specifically provided in Confidential Funds Regulations.
2. The Deputy Director (Administration) is authorized to act on requests for exceptions.
3. All existing Agency Administrative Instructions and General Orders, CIA Security Regulations, and all conflicting CIA Notices (except the CIA Correspondence Manual which will be superseded at a later date by Regulation No. [REDACTED] are rescinded.
4. The term "limited distribution" included within the index of certain sections indicates that only Offices of primary concern have been furnished copies.
5. Recommendations for changes, additions, or deletions should be forwarded through the Advisor for Management.
6. These Regulations will not be reproduced in whole or in part for dissemination outside the Agency without the specific approval of the Deputy Director or the Director.

25X1A



WALTER B. SMITH
Director of Central Intelligence

SECRET

CONFIDENTIAL

MEMORANDUM

3 August 1951

1. Reports have been received from various parts of the Agency that in many instances personnel who should be informed are not aware of changes and additions to CIA Regulations.
2. While it is not intended that a complete CIA Manual be maintained by each segment of every Office, it is intended that all personnel who need to know be kept adequately informed of the Agency's policies and procedures.
3. To accomplish this, a method already employed by some Offices is suggested, namely, route copies of revisions and changes in CIA Regulations through various segments of the Office before they are placed in the CIA Manual.
4. If additional copies of CIA Regulations are desired to implement the above, the Management Analysis Office, Extension 792, should be contacted.

CONFIDENTIAL

SECRET

17 March 1951

MEMORANDUM FOR ASSISTANT DIRECTORS AND CHIEFS OF OFFICES

SUBJECT: CIA Regulations, effective 1 April 1951

1. Attached are the Central Intelligence Agency Regulations which become effective on 1 April 1951. As of that date all Administrative Instructions, General Orders, The CIA Security Manual, dated 15 August 1947, and all conflicting CIA Notices are rescinded. The CIA Correspondence Manual will continue in force until superceded at a later date.

2. The new Regulations represent a re-codification of existing issuances and do not in most instances represent a change in policy. However, a number of important changes have been incorporated into these Regulations and should be noted by all responsible personnel. A list of the new Regulations cross-referenced with existing issuances has been prepared to aid in their interpretation.

3. It is requested that all Office heads forward to the Deputy Director (Administration) through the Advisor for Management any recommendations or corrections as soon as possible after the receipt of these Regulations.

25X1A

[REDACTED]
JAMES D. ANDREWS
Advisor for Management

Att: (1) List of new CIA Regulations
cross-referenced to Administrative
Instructions and General Orders
(2) CIA Regulations, Effective 1 April 1951

SECRET

Next 5 Page(s) In Document Exempt